



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

November 04, 2025

DIVISION MEMORANDUM
No. 499, s. 2025

**FOCUS GROUP DISCUSSION (FGD) ON THE IMPROVEMENT OF DIVISION
OFFICE PROCESSES AND SYSTEMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
All Others Concerned

1. In line with the continuing efforts of the Schools Division Office of Bataan (SDO-Bataan) to strengthen efficiency, transparency, and innovation in its operations, the Division shall conduct a **Focus Group Discussion (FGD)** on the improvement of internal processes and systems. The activity aims to develop a structured transition **from manual operations to an automated process** starting from the **Records Office (Receiving Section)**, through the different units, and concluding at the **Records Office (Releasing Section)**.
2. The FGD is scheduled on **November 6, 2025 (Thursday), at 9:00 a.m.**, to be held at the **Schools Division Office, Abucay, Bataan**.
3. The following personnel from the **Bataan High School for the Arts (BHSA)** are hereby invited to participate in the said activity:
3.1 Mr. Melbourne L. Salonga, Information Technology Officer I; and
3.2 Mr. Rennor C. Clavel, Information Systems Analyst II
4. The participants at the Schools Division Office include;
4.1 Dr. Jerry Dimla Cruz - ASDS;
4.2 Mr. Richard M. Alboro - ITO;
4.3 Mr. Raymond Joseph V. Mendoza - SEPS HRD; and
4.5 Mr. Jumel M. Caraig – ADAS III Payroll
5. Participants are expected to provide technical insights, share best practices, and recommend appropriate digital solutions that will contribute to the design of an efficient automated workflow system for the Division Office.



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6. Travel and incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. For information, guidance, and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

SYSTEMS	FOCUS	GROUP	DISCUSSION
		PROCESSES	AUTOMATION